

Notice to Court Agreement Reached, Order to be Submitted

This process shows the steps to create a text only entry on the ECF docket to notify chambers and ECF participants to the case that a hearing noted on a calendar will not be held. It eliminates the need to e-mail or telephone a judge's chambers. A Notice to Court Agreement Reached, Agreed Order to be Submitted should be made when the parties have reached an agreement in a matter and a court appearance is no longer required.

Review the Received Unsigned Orders lesson of this guide for step-by-step instructions in filing the order.

STEP 1 Click the [Bankruptcy](#) hypertext link on the CM/ECF Main Menu Bar. (See Figure 1)



Figure 1

- ☐ Select the [Confirm/Strike/Continue Hrg](#) hypertext link.

STEP 2 The **CASE NUMBER** screen displays.

- ☐ Insert the case number using the yy-nnnn format.
- ☐ Click the **[Submit]** button.

STEP 3 The **Confirm/Strike/Continue Hearing** screen displays.

- ☐ Select the **Notice to Court Agreement Reached, Agreed order to be Submitted (no PDF)** event.
- ☐ Click the **[Submit]** button.

STEP 4 The **PARTY SELECTION** screen displays.

- ☐ Select the filing party from the list of filers.

- ☐ Click the **[Submit]** button.

STEP 5 The **DOCUMENT LINKING** screen displays.

- ☐ Click the checkbox of the motion AND each checkbox for ALL applicable events to select them.
 - **NOTE:** An applicable event would be any event that sets the hearing, including an objection that sets a hearing.
- Selecting all applicable entries is **CRITICAL** for the matter to be displayed on the judge's calendar

STEP 6 The **HEARING CONFIRMATION** screen displays.

- ☐ Enter the date of the scheduled hearing.
- ☐ Click the **[Submit]** button.
- ☐ Click the **[Submit]** button.

STEP 7 The **FINAL TEXT** screen displays.

- ☐ Review the Docket text for accuracy.
- ☐ Use the [Back](#) button, if necessary, to return to previous screens to make corrections.
- Clicking the **Bankruptcy** menu option prior to the final **[Submit]** aborts the transaction and allows you to begin again.
- ☐ If, after review, the information is correct, click on the **[Submit]** button.

STEP 8 The **NOTICE OF ELECTRONIC FILING** screen displays.

- ☐ Click the **Print** icon on the browser to print the notice. *(Optional)*.
 - ☐ Click **File** on the browser button and choose **Save Frame** to save a copy of the notice for your records.
- Review the Calendar Events Report to verify the entry.

STEP 9 Click the [Reports](#) hypertext link on the CM/ECF Main Menu Bar.

☐ Select the [Calendar Events](#) hypertext link.

☐ The **Calendar Events** screen displays.

- Enter the appropriate case number using the yy-nnnnn format.
- Enter the scheduled hearing date in the **Set** fields.
- Click the **Notice to Court Agreement Reached, Agreed Order (no PDF)** radio button.
- Click **[Run Report]**.

☐ The **Calendar Reports** screen displays.

- A docket entry should display on the report.